

BUFFALO CREEK ACTIVITY CENTER RENTAL AGREEMENT

This Rental Agreement is entered into by and between the **City of Titonka** (hereinafter referred to as “**City**”) and:

Renter Information

Name: _____

Address: _____

Home Phone: _____ **Cell Phone:** _____

The parties agree to the following terms and conditions for rental of the Buffalo Creek Activity Center.

Rental Information

Rooms / Areas Rented

Please indicate the room(s) and hours rented:

Community Room: ☐ **Full Day – \$110** ☐ **Half Day (maximum 4 hours) – \$60**

- Requested Hours: _____

Gymnasium Rental: ☐ **Add-On Gym Rental (up to 3 hours) – \$40**

- Requested Hours: _____

☐ **Daily Gym Rental – \$275**

Date(s): _____

Weddings: ☐ **Wedding Day Rental – \$375** ☐ **Additional Day(s) – \$125 per day**

- Date(s): _____

Auctions: ☐ **Auction Day Rental – \$275** ☐ **Additional Day(s) – \$125 per day**

- Date(s): _____

Deposits & Payment Requirements

To reserve the facility, the following **two separate checks** are required at the time of reservation:

- **\$500 Security Deposit** (covers possible damage or failure to clean the facility)
- **\$50 Key Card Deposit** (refundable upon return of the key card to the drop box located outside the front doors) Key card will allow entry 30 Minutes before and after rental times.

Rental fees and both deposits must be paid in full at the time of reservation.

Reservations will **not** be held without full payment. The facility is **not considered rented** until all required fees and deposits are received.

Cancellation Policy

Cancellations may be made **up to 10 days prior to the event** for a **full refund**. All cancellations must be submitted **in writing** and signed by the renter.

Renter Responsibilities

The Renter agrees to:

- Leave the facility clean and in the same condition as found.
- Ensure all trash is placed in designated containers.
- Return the key card to the drop box immediately after the rental period.
- Be responsible for any damage caused during the rental.
- Follow all posted rules and City policies regarding facility use.

Failure to comply may result in partial or full forfeiture of the security deposit.

City Contact Information

For questions, please contact **Titonka City Hall** at **515-928-2850** Office Hours: **Monday–Thursday, 7:00 AM – 4:00 PM**

By signing below, the Renter acknowledges and agrees to all terms of this Rental Agreement.

Renter Signature: _____ **Date:** _____

City Representative: _____ **Date:** _____

